



## Employment Application

### An Equal Opportunity Employer

INSTRUCTIONS: Completion of this application will not necessarily result in an interview. Omission or falsification of information on this application shall be sufficient cause for dismissal or refusal of employment.

First Name	Middle Name	Last Name	Maiden (If any)	Preferred Name/Nickname
Street Address		City	State	Zip Code
<b>Previous Address</b>				
Street Address		City	State	Zip Code
Home Phone	Alternate/Cell Phone	E-Mail Address		
<u>Position applied for:</u>		<u>Minimum Salary Acceptable:</u>	<u>How soon after notice can you report to work?</u>	<u>Can you perform the essential functions of the job for which you are applying?</u>
<u>Are you willing to relocate?</u> Yes <input type="checkbox"/> No <input type="checkbox"/>		<u>Have you previously applied at North State Aviation?</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>If yes, month/year</u> ____ / ____	<u>What position?</u> _____
<u>Have you ever been employed by North State Aviation?</u> Yes <input type="checkbox"/> No <input type="checkbox"/>		<u>If yes, month/year</u> ____ / ____	<u>From</u> ____ / ____ <u>To</u> ____ / ____	<u>What position?</u> _____
<u>Available for employment as checked:</u> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>			<u>Are you willing to work nights/weekends/holidays/shifts?</u> Nights: Yes <input type="checkbox"/> No <input type="checkbox"/> Weekends: Yes <input type="checkbox"/> No <input type="checkbox"/> Holidays: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<u>Are you legally eligible to work in the U.S.?</u> Proof of eligibility must be provided if selected for hire. Yes <input type="checkbox"/> No <input type="checkbox"/>			<u>If under 18 years of age, please give birth date</u> Mo ____ Day ____ Yr ____	
<u>Do you speak more than one language? If so, please list.</u>				

## EDUCATIONAL BACKGROUND

Name and address of High School attended:

Diploma or equivalent?

Major Subject(s)

Yes  No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Next highest education level attained:  
(technical, military, college/advanced)

Type Training  
Studied

Credit Hours  
Completed

Did you graduate?

License/degree  
received

Grade Average

Yes  No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

## WORK HISTORY SUMMARY

Beginning with your **present** employer, list employment history in chronological order. Account for all employment gaps longer than 30 days. Do NOT attach a résumé in lieu of completing this form; however, a résumé is helpful to include. Please attached additional sheet if necessary.

Full Name of Company and and Current Mailing Address	Start Date	End Date	Job Titles and Duties	Salary	Name and Telephone No. of Supervisors	Reason for Leaving (Please be Specific)

**COMPLETE ONLY THE SECTION PERTAINING TO THE POSITION FOR WHICH YOU ARE APPLYING.**

**CLERICAL / ADMINISTRATIVE / TECHNICAL**

TYPES OF COMPUTER SOFTWARE USED \_\_\_\_\_

TYPES OF COMPUTER HARDWARE USED \_\_\_\_\_

OTHER SKILLS \_\_\_\_\_

**TECHNICIAN**

A & P LICENSE NUMBER \_\_\_\_\_ FCC/FIRST CLASS RADIO LICENSE NUMBER \_\_\_\_\_

**TOTAL MONTHS EXPERIENCE:**

LANDING GEAR OVERHAUL \_\_\_\_\_

ELECTRICAL \_\_\_\_\_

STRUCTURAL \_\_\_\_\_

POWER PLANT OVERHAUL \_\_\_\_\_

WELDING (TYPE) \_\_\_\_\_

INTERIORS \_\_\_\_\_

OTHER EXPERIENCE \_\_\_\_\_

DO YOU HAVE YOUR OWN SET OF TOOLS? YES  NO  VALUE \$ \_\_\_\_\_

CAN YOU UNDERSTAND AND WORK WITH BLUEPRINTS / CIRCUIT DIAGRAMS? YES  NO

**U.S. MILITARY RECORD**

HAVE YOU EVER SERVED IN ANY OF THE U.S.ARMED SERVICES? YES  NO  BRANCH OF SERVICE: \_\_\_\_\_

PERIOD OF SERVICE: BEGIN \_\_\_\_\_ END \_\_\_\_\_ NATURE OF MILITARY SERVICE ASSIGNMENTS \_\_\_\_\_

SERIAL NO. / LAST RANK HELD \_\_\_\_\_

**OTHER INFORMATION**

WITHIN THE PAST 7 YEARS, HAVE YOU BEEN CONVICTED OF VIOLATING ANY CRIMINAL OR MILITARY LAW? YES  NO

(CONVICTION IS NOT AN ABSOLUTE BAR TO EMPLOYMENT) IF YES, GIVE DETAILS. \_\_\_\_\_

LIST ALL TRAFFIC VIOLATIONS RECEIVED IN LAST 7 YEARS, INCLUDING PERIODS OF LICENSE SUSPENSION / REVOCATION.

DRIVER'S LICENSE NUMBER \_\_\_\_\_ STATE OF ISSUE \_\_\_\_\_

HAVE YOU TESTED POSITIVE, OR REFUSED TO TEST, ON ANY PRE-EMPLOYMENT DRUG OR ALCOHOL TEST ADMINISTERED BY AN EMPLOYER TO WHICH YOU APPLIED FOR, BUT DID NOT OBTAIN, SAFETY-SENSITIVE TRANSPORTATION WORK COVERED BY DOT AGENCY DRUG AND ALCOHOL TESTING RULES DURING THE PAST TWO YEARS? YES  NO

WHAT SOURCE ATTRACTED YOU TO NORTH STATE AVIATION? INTERNET  EMPLOYEE REFERRAL  \_\_\_\_\_  
NEWSPAPER  OTHER  (Please specify) \_\_\_\_\_

GIVE NAME AND RELATIONSHIP OF RELATIVES EMPLOYED AT NORTH STATE AVIATION: \_\_\_\_\_

***This application will remain active for 60 days. Consideration for a future opening will require the submission of another application.***

<p><b>Applicant: Please Read and Sign Below</b></p> <p>I certify that all information given on this application is true and correct. I also certify that I have accounted for all of my work experience and training on this application.</p> <p>It is my understanding that North State Aviation will make a thorough investigation of my entire work and personal history, to include my driving record and any FAA licenses, and may verify all data given in my application for employment, related papers or oral interviews. I authorize such investigations and the giving and receiving of any information requested by North State Aviation and I release from liability any person giving or receiving such information. I understand that omission or falsification of data given or any other derogatory information discovered as a result of this investigation will prevent my employment or will subject me to immediate dismissal.</p> <p>I understand that if I am employed, such employment is for an indefinite period of time and that North State Aviation can change wages, benefits and conditions at any time.</p> <p>I further understand that this is an application for employment and that no employment contract is being offered.</p> <p>I understand that if I am offered employment, North State Aviation will require me to produce certain documents within three business days of my hire date in order to comply with the Immigration Reform and Control Act of 1986. I further understand that any offer of employment is contingent upon providing the appropriate documents as well as drug and background screening results.</p> <p>I have read and understand the above.</p> <p><b>SIGNATURE:</b> _____</p> <p><b>DATE:</b> _____</p>	<p style="text-align: center;"><b>EMPLOYER'S USE ONLY</b></p> <p>(Work History References and New Employee Record Form must accompany hiring application)</p> <p>DEPARTMENT _____ STARTING DATE _____</p> <p>POSITION _____ SALARY _____ EEO CODE _____</p> <p>DEPARTMENT MGR _____ SHIFT _____ STATUS _____</p> <p>HR INTERVIEW DATE _____ INTERVIEWED BY _____</p> <p>DEPARTMENT INTERVIEW DATE _____ INTERVIEWED BY _____</p> <p>REFERENCE CHECK PROFESSIONAL (6 YEARS) _____</p> <p>DRUG SCREEN: SENT _____ RESULT _____</p> <p>BACKGROUND CHECK: SENT _____ RESULT _____</p> <p>EXECUTIVE APPROVAL _____</p> <p>Interview Notes: _____</p> <p>_____</p> <p>_____</p>
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